



DEPARTMENT OF THE ARMY
HEADQUARTERS, 1ST BRIGADE, 1ST INFANTRY DIVISION
BUILDING 1861B
FORT RILEY KANSAS 66442

REPLY TO
ATTENTION OF



AFZN-BA

25 APRIL 2007

MEMORANDUM FOR Military Transition Team Members Conducting Training at Fort Riley, Kansas

SUBJECT: Welcome Letter

1. Welcome to the First Brigade, First Infantry Division and Fort Riley Foreign Security Force Transition Team Training Mission at Fort Riley, Kansas.
2. Our mission is to prepare you, the Transition Team member for success in Iraq or Afghanistan. When you deploy from Fort Riley you will be trained and ready for combat operations. Just as importantly, you will be prepared to advise and mentor your Iraqi or Afghan counterpart.
3. You will spend the first 12 days in-processing the Brigade with D/101 FSB in Building 7006 on Custer Hill. During in-processing you will draw the following: equipment from Central Issue Facility, Rapid Fielding Initiative, and personal weapons from the Directorate of Logistics. You will conduct Theater Specific Individual Readiness Training, Soldier Readiness Processing, security clearance checks, and schedule any medical appointments you might need. You will also meet and work with other members of your team, whether it's a 16 Soldier Embedded Transition Team heading to Afghanistan, a 3 Sailor Garrison Support Unit heading to Iraq, or an 11 Soldier Military Transition Team also heading to Iraq. The goal of this in-processing period is to get you properly equipped, medically deployable, and prepared to be moved to Forward Operating Base (FOB) Army Strong at Camp Funston. In-processing is conducted in a non-tactical environment.

(1) Key Information.

(a) During in-processing you will be billeted in single occupant rooms in troop barracks. No phone, cable or internet services are available in the rooms. Wireless internet is available at the PX for a fee and D/101 has a limited Internet Café for your use.

(b) You must bring linen for a twin size bed (Sheets, blankets and pillow) – we do not have any linen, so be prepared to purchase if you don't bring any.

(c) Team Leaders and Team NCOICs are the main conduits of information. D/101 conducts a daily update meeting with the Team Leaders and Team NCOICs. The team leader validates the training status of each team member at the end of each training/equipment issue day.

(d) Be sure to complete the Family Readiness Group information form accurately. We will maintain periodic e-mail, U.S. Postal Service mail and phone contact with your spouse while you are deployed. We also maintain a Family Readiness Group website that your spouse can access for information. Even if your spouse doesn't want anything to do with us while you are deployed, we will need to maintain contact in case of an emergency.

(e) Complete all in-processing requirements during this phase – Medical, Dental, Finance – Any left-over appointments are difficult to complete once you move to FOB Army Strong.

(f) Team Leaders and Team NCOICs are the lead on ensuring the team has completed all the specified tasks. It is key to start with teamwork – Start early with team building events, marking SOPs, call-signs, team historian, pictures, PT, etc...it is your team build it! Share the wealth across the team – Postal duties, CL II draw, signature cards – TM Leaders and NCOICs are the lead but can't do it all.

(g) The Big Black One patch is the only 1 ID patch worn at Fort Riley and in theater. You will be provided the 1ID patch during inprocessing. If you are only attached for training then you will wear your organic unit patch.

(h) Bring your beret. The patrol cap is authorized only while on FOB Army Strong at Camp Funston.

5. For the next 60 days you will be training and preparing for your mission in Iraq or Afghanistan under the tutelage of one of the Brigade's maneuver battalions (1-16 IN, 1-34 AR, 2-34 AR, 1-5 FA) at FOB Army Strong. FOB Army Strong replicates a FOB in either Afghanistan or Iraq in order to prepare you to think and operate like you will when you deploy. During the 60 days of training, you will meet all the requirements and guidance from CENTCOM, CFLCC, FORSCOM, the Iraq Assistance Group in Iraq and TF PHOENIX in Afghanistan. The 60 day training model is attached as enclosure 1.

(1) Key Information.

(a) Training here is conducted Monday through Saturday with Sundays as a rest and refit day (See enclosure and TABs A and B). You will carry your personal weapons with blank personal protection ammunition at all times except on Saturday nights and Sundays. We will issue you your HMMWV training set very early, and you will use those vehicles to move to all training outside of FOB Army Strong. From day 1, every move is tactical. When you depart the FOB you must be fully prepared for contact with enemy forces, as well as with the local Iraqi or Afghan nationals. You will conduct tactical convoys from FOB Army Strong before you have all the requisite skills (Blue Force Tracker, individual and crew served weapons qualification, Combat Lifesaver, COMMO I and II, etc) to adequately conduct these convoys. Do the best you can. As you receive the appropriate training you and your team will get better every day.

(b) There is a FOB Army Strong information cell in Building 1861A. This information cell replicates the intelligence/operations center on every FOB in theater and is based on a pull system. Someone on your team must visit it every single day to pull

the current Transition Team Daily FRAGO and daily intelligence information. The daily enemy situation is clearly described. If you do not do your research and route planning prior to departing the FOB and erroneously attempt to drive through an area with roadside bombs and enemy forces you will pay the price. The OPFOR use IED simulators that discharge paint balls and talcum powder to replicate roadside bombs. They also use paint balls and blanks to replicate small arms fire. Our goal is to get you to pull information so you know the current enemy situation.

(c) Be prepared to develop a plan for the team leader time available to you. We have many resources available for you to conduct additional training or reinforcement training.

(d) SIPR computers are available on the FOB both in each Battalion as well as the Brigade SIPR lab in Building 1981B. Contact the team you are replacing early and often. They like it, they know you are headed their way! Ensure each of your team members has a SIPR account.

(e) Privately owned vehicles are authorized only for transition team members who have conducted a permanent change of station to Fort Riley. If you bring a privately owned vehicle to Fort Riley, authorized or not, ensure you park it only in designated Transition Team parking areas about 200 meters from the billets area. Parking is very limited on FOB Army Strong.

(f) Get ready for community living. You will be billeted in 4 to 6 man rooms or 40 man open bays. We have laundry facilities, an AAFES shopette, a barber shop, a gym, and an MWR facility.

(g) Do not discard or store any of the equipment issued to you. With the exception of a very few items, you are expected to deploy with every piece of equipment issued. This will be inspected by the Company Commander, Team Leader and Team NCOIC prior to deployment.

(h) Buy refundable tickets if you plan to fly somewhere for a leave or pass period. A planning assumption is one 4 day weekend per month and one 6-7 day leave period per training rotation. The dates can and will change according to many variables, stay flexible. The leave period may or may not be at the end of training. You will know your team's latest arrival date in theater early in the training cycle; however these have changed and you will not know the actual fly date from TRANSCOM until about 14 days prior to this date.

(i) If and when you chose to go "out", always designate a driver – absolutely no exceptions. The local community is supportive of the military, but the roads to Junction City, Manhattan, and on post are actively patrolled for drivers in questionable circumstances. Act and drink responsibly.

5. There are very few junior service members assigned to the Transition Team mission. Most team members are Captains or Staff Sergeants and above. We are all senior leaders. We will treat you like senior leaders and thus you are expected to act and perform like senior leaders.

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6. Additional information can be found at the Fort Riley and 1BDE, 1ID website. The address is: <http://www.riley.army.mil/units/trainingteam.asp>

7. The point of contact for this letter is the undersigned @ (785) 239 – 6826, or email: Jeffrey.ingram@us.army.mil.

Enclosure
FRTM Notes
TAB A – 60-Day Model
TAB B – Abbreviated Model

JEFFREY D. INGRAM
COL, AR
Commanding